

VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA SAN SALVADOR



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| No. 14-14C | Human Resources Assistant Position Vacancy | Date: 03/11/14 |
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OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant, FSN-8, FP-6

OPENING DATE: March 11, 2014

CLOSING DATE: March 24, 2014

WORK HOURS: Full time; 40 hours/week

SALARY: *Not-Ordinarily Resident Position grade: FP-07 (to be confirmed by Washington)

Due to budgetary considerations, Post cannot provide Highest Previous Rate above Step 5 of the grade of the position.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in San Salvador is seeking one individual for the Human Resources Assistant position in the Human Resources Office.

BASIC FUNCTION OF THE POSITION

Incumbent is in charge of the entire Recruitment process, local labor law issues and updating of policies and may serve as advisor to the Human Resources Management Specialist when needed.

For a complete description of the position listing all duties and responsibilities please see the following link: [Human Resources Assistant PD](#)

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Two years of college studies in general course work is required.
2. **EXPERIENCE:** Minimum of five years of progressively responsible experience in the field of Human Resources administration with at least two years of supervisory experience is required.
3. **LANGUAGE:**
English: Level IV (Fluent knowledge) Speaking/Reading is required.
Spanish: Level IV (Fluent knowledge) Speaking/Reading is required.
(Applicants will be tested at the level of language proficiency required in order to be eligible to move on to the interview stage) These are not FSI levels.
4. **KNOWLEDGE:** Must have thorough knowledge of Local Labor Law and AFP/ISSS, compensation and benefits policies and State and agencies' Human Resources operating procedures.
5. **OTHER CRITERIA:** Must be able to interpret guidelines/regulations and exercise good judgment in the processing of U.S. staff Personnel Actions, and advising FMAs on hiring procedures. Ability to establish and maintain contacts at WHA offices responsible for processing, Awards, FMA hiring and payroll office at FSC Charleston.
6. **OTHER SKILLS:** Must be proficient in MS Office Suites. Must be able to develop and sustain long-term relationships with the Ministry of Labor, Pension Fund, ISSS and recruitment contacts in the private sector. Must have good analytical skills and be able to maintain composure in stressful situations.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174);
<http://eforms.a.state.gov/editdocument.aspx?documentid=2020>
or a current resume/curriculum vitae that provides the same information as an DS-0174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy San Salvador

Email: hross@state.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

1. US Citizen Eligible Family Member (USEFM) – an EFM who meets the following criteria:

- US Citizen; and,
- EFM at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

CLOSING DATE FOR THIS POSITION: March 24, 2014

The US Mission in San Salvador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: HRO/FMO

Approved: MGT:ADEULUS